

## 2000

# Dealer Instructions for NMFS/NER Weekly Quota Reporting using IVR System

The National Marine Fisheries Service reporting week begins at 0001 local time on Sunday and ends at 2400 hours the following Saturday. Reports must be submitted by midnight Tuesday at the end of each reporting week. Reports must be submitted whether you purchased fish or not. If you report purchases for one or more species, you do not need to report negative or "0" for species you did not purchase. It will be assumed that you did not purchase those species for which you do not report. If you did not purchase any quota managed species, you must file negatively. Please refer to the detailed instructions below for these procedures.

If you do not have a touch tone phone, or you have any changes/corrections to make to any previously reported week or you have any problems, **please contact your local port agent.**

Please note that you must still submit your detailed landing reports to the local port agent.

### **To report purchases:**                      Call **1-888-284-4904**

- 1) To enter landings, Press **1**.
- 2) Enter your 5 digit permit number followed by the # key.
- 3) Enter your 5 digit dealer code followed by the # key.
- 4) Enter the 2 digit state code (where fish were landed) followed by the # key. \*  
Press **1** if correct, Press **2** to re-enter.
- 5) Enter the 2 digit wave week (number) followed by the # key.  
Press **1** if correct, Press **2** to re-enter.
- 6) Enter the 2 digit species code followed by the # key.  
Press **1** if correct, Press **2** to re-enter.
- 7) Enter the amount of pounds landed followed by the # key.  
Press **1** if correct, Press **2** to re-enter.
- 8) Press **1** to get a confirmation number and exit the system.  
Press **2** to enter landings for another species.  
Press **3** to enter landings for another state.  
Press **4** to enter landings for another wave number.  
Press **5** to get a confirmation number and return to the main menu.

### **To submit a negative report:**                      Call **1-888-284-4904**

- 1) To enter a negative report, Press **2**.
- 2) Enter your 5 digit permit number followed by the # key.
- 3) Enter your 5 digit dealer code followed by the # key.
- 4) Enter 2 digit wave week number followed by the # key.
- 5) Press **1** to accept, Press **2** to re-enter.
- 6) Press **1** to get a confirmation number and exit the system.  
Press **2** to enter another wave number.  
Press **3** to get a confirmation number and return to the main menu.

**\* State codes should be reported as the state where fish were originally landed, even if they are transported to or purchased in another state.**

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## Dealer Worksheet for NMFS/NER Weekly Quota Reporting using IVR System

This worksheet is an example of the information needed to submit purchases of quota-monitored species from fishing vessels. It may be copied and used as a personal record for each weekly report submitted using the IVR system.

Call phone number: **1-888-284-4904**

1) Press **1** to enter landings.

2) Enter your 5 digit permit number and your 5 digit dealer code (you may **not** want to write this down)

DEALER NUMBER						DEALER CODE				

3) Follow the prompts to enter landings.

SPECIES NAME	CODE	WEEK No.	STATE CODE	POUNDS PURCHASED
SUMMER FLOUNDER	01			
SCUP	03			
ILLEX SQUID	04			
LOLIGO SQUID	05			
BLACK SEA BASS	07			
SPINY DOGFISH	08			
BLUEFISH	09			
COD	10			

**COMPLETE LISTING OF SPECIES CODES:**

SUMMER FLOUNDER	01	SCUP	03	LOLIGO SQUID	05	BLACK SEA BASS	07
ATL. MACKEREL	02	ILLEX SQUID	04	BUTTERFISH	06	SPINY DOGFISH	08
ATL. BLUEFISH	09	COD	10				

**WEEK NUMBER: PLEASE REFER TO ATTACHED TABLE**

**STATE CODES:**

MAINE	22	CONNECTICUT	07	MARYLAND	23	SOUTH CAROLINA	43
NEW HAMPSHIRE	32	NEW YORK	35	DELAWARE	08	GEORGIA	13
MASSACHUSETTS	24	PENNSYLVANIA	41	VIRGINIA	49	FLORIDA	10
RHODE ISLAND	42	NEW JERSEY	33	NORTH CAROLINA	36	LOUISIANA	21

**CONFIRMATION NUMBER FOR THIS CALL:**

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